

SPF SIG  
Training/Outreach Workgroup Meeting Minutes  
December 12, 2006

*In attendance:* Paula Parker-Sawyers, Marcia French, Jessica Parks, Lisa Hutcheson, Mary Lay (by phone), Eric Martin (by phone)

Previous minutes were reviewed and approved by consent.

Paula did a review of meetings and processes:

- Paula met with Kim Manlove to talk about the SPF SIG strategic plan and the seeming lack of direction by the statewide grant advisory council (SAC leadership and lack of attendance by some members; Kim asked for a summary of attendance and may suggest an adjustment to some SAC members)
- Kim and Paula met and discussed the grant review process:
  - When the strategic plan is reviewed and approved there will be an RFS (Request for Services) released
  - There will be an initial information session for primary stakeholders, the SAC, IPRC, and workgroups to make everyone aware of the RFS process and to ensure that everyone can answer basic questions
  - There will be regional technical assistance workshops offered to the potential RFS applicants through various networks (LCCs, coalitions, OFBCI newsletter, etc.) – these TA sessions will be given by a team of 3-4 persons (IPRC staff, Marcia or Kim, and Eric or Harold) and pre-registration will be required so that any accommodation service requests can be filled
  - The RFS will also include an organizational readiness tool with a letter of intent template (plans will have to include what communities will do and their readiness to address the issue)
  - Once the letters of intent are submitted, the grant review team (to be comprised of state employees according to DOA rules) will select peer review teams (they do not have the same eligibility rules and will be people who have expert knowledge and/or experience in certain areas – 3 reviewers per team)
  - Each peer review team will review 4-5 proposals so that they can review thoroughly and they will make recommendations to the grant review team (each report will contain a summary with comments from the peer reviewers)
  - The grant review team will score based on a tool that the OFBCI uses that will be revised for the SPF SIG (Paula will email to Marcia for review)
  - The grant review team will present the information on the RFS applications to the SAC for final approval

\*hopefully the grant review team will be selected by next week

\*any calls about the organization readiness tool in the RFS packets will go to OFBCI and any other calls about the TA sessions will go to IPRC

other updates:

- Jessica will be meeting on the 15<sup>th</sup> with Barbara Sietz de Martinez from IPRC to discuss translation services and processes for the SPF SIG materials and manuals
- Marcia, Lisa, Kim and Jessica met with Joe from Access IN about the website and things are moving head – Marcia has sent him materials for the website and once the logo is approved, the site and first SPG SIG newsletter can move forward
- Logo was sent for approval – Paula will follow up

Next meeting will be T, December 19 at 8:30

Submitted by:  
Lisa Hutcheson